



Service Nova Scotia

Licensing & Registration
Alcohol & Gaming Division

780 Windmill Road, 2nd Floor
P.O. Box 545
Dartmouth, N.S. B2Y 3Y8
Tel: (902)424-6160
Fax:(902)424-6313
NS Toll Free 1-877-565-0556
agdlicense@novascotia.ca

APPLICATION FOR TEMPORARY PHYSICAL EXTENSION OF PERMANENT LIQUOR LICENSE AND PREVIOUSLY BOOKED PRIVATE EVENTS (For Club Licensees)

(APPLICATION MUST BE COMPLETED IN ITS ENTIRETY - PLEASE PRINT)

Unless the application is received by the Alcohol and Gaming Division (the Division) at least 10 business days prior to the event, the Division cannot guarantee that you will receive approval. The Division may request additional information to ensure the issues of public safety are addressed.

1. APPLICANT INFORMATION

Your Name and Address(Street & Mailing) _____

Postal Code _____ Email: _____

Telephone Numbers: (Residence) _____ (Business) _____ (Fax) _____

The licensee is responsible for the license and must be present during the function.

Name of Licensee _____

Address of Licensee _____

License Number to be Extended _____

2. LICENSE TYPE & PAYMENT INFORMATION

- Class IV \$62.30 **Class 4 Special Occasion License authorizes a licensee to sell liquor for persons to consume at a licensed premises. A Class 4 special occasion license may be granted by the Minister only to an applicant who is a permanent licensee.**

Credit Card Number: _____ Expiry date: _____ (VISA/MASTERCARD ONLY)

If paying by cheque or money order, please make payment to **Nova Scotia Alcohol & Gaming Division**

License fees are applicable on a per day basis and must be submitted with the application form. Deposit of your application fee does not constitute approval of this license application. In instances where the application is denied, fees will be refunded to the applicant.

3. EVENT INFORMATION Private Event Extension Physical Extension Both

Estimated Number of People to Attend _____ Description/Purpose of event _____

Date(s) of Event: _____ Start Time _____ am/pm; End Time _____ am/pm

Location where event will be held: _____ Room/Suite Name: _____

Street address _____

Outdoor Event: Yes No Canopy: Yes No Tent: Yes No

If physical extension required - site plan with detailed measurements must accompany this application. Security plan required for events of over 1000 people.

TERMS AND CONDITIONS

CLASS 4 LICENSES

1. The licensee must not have outstanding disciplinary action of a public safety nature (intoxication, overcrowding, underage) pending and must not owe any outstanding fees.
2. A Special Occasion Liquor license Class 4 must be applied for and operated in the same manner as the class of permanent liquor license with which it is associated.
3. Conditions that are applied to the permanent liquor license will also apply to the Special Occasion Liquor license Class 4.
4. The Alcohol and Gaming Division may impose other conditions on the Special Occasion Liquor license Class 4 over and above those which are associated with the permanent liquor license.
5. Patron accommodation will be set for physical extensions using the standard 12 square foot per person.
6. Physical Extensions are only issued to areas that are immediately adjacent to a permanent liquor license.
7. Liquor that has been purchased on the associated liquor license can be sold/supplied to the Special Occasion Liquor license Class 4 licensed area and surplus returned likewise.

I _____	DO SOLEMNLY DECLARE:
(Please Print)	
1.	THAT I hereby apply for the type of license noted above pursuant to the Liquor Control Act and Regulations;
2.	THAT I am nineteen years of age or over;
3.	THAT I am a Person who is 19 years of age or older or a corporation authorized to carry on business in the Province whose officer, agent or manager in charge of the premises for which the license is issued is personally qualified as provided in clause 48 (3) (a) of the Act;
4.	THAT I hereby assume full responsibility for any prior costs or obligations incurred in the planning of this proposed licensed event and acknowledge that this is an application for licensing privileges only and does not in any way guarantee the granting of the Class 4 Special Occasion Liquor License;
5.	THAT permission to hold the event in the premises referred to above has been duly obtained from the appropriate authority. I understand that written authorization may be requested;
6.	THAT I hereby assume full responsibility to ensure that the fire safety measures (i.e, occupancy load) as determined by the Fire Marshal's office are adhered to; Fire Marshal's Approval for tents must be available on site for inspection.
7.	THAT I hereby assume full responsibility to ensure that all Municipal by-laws are adhered to;
8.	THAT I hereby assume full responsibility to ensure that all terms of the lease are adhered to;
9.	THAT I hereby assume full responsibility to ensure that the event referred to above is operated within the parameters of the Liquor Control Act and the Liquor Licensing Regulations;
10.	THAT I hereby agree that Alcohol and Gaming Division staff have the authority to enter and inspect the premises at any time during the licensed event;
11.	THAT the particulars furnished by me and forming the application for a Class 4 Special Occasion Liquor license and all subsequent documents submitted in support of this application are true and correct statements of fact and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act;
12.	AND THAT I hereby acknowledge that I have read and understand the provisions of the terms and conditions noted above with respect to Class 4 Special Occasion Liquor Licenses.
Signature of Applicant _____	Date _____

**THIS DECLARATION MUST BE COMPLETED AND SIGNED BY APPLICANT
PLEASE ALLOW TEN (10) DAYS FOR PROCESSING**